

- **Vacation preference will be by seniority at each station**
- **Vacation choices being bid if more than one week must be consecutive weeks**
- **When an employee is notified that it is their turn to bid, they will have to the end of the next business day to place their bid. (rd 1 is end next business day)**
- **Second and Third round will have till the end of the second business day.**
- **If these timelines are not met then it moves to the next senior carrier.**
- **There should be a labor management meeting prior to Nov 1st to go over all carriers leave balances to ensure the no employee is allowed to bid more weeks of annual leave (actual or projected) than the carrier has available for that leave year. No entitlement to LWOP.**
- **3 Rounds of vacation bidding**
- **Vacation bidding starts on Nov 1st. Must be done by 12/31.**
- **If a carrier bids or moves to another station the carrier is to continue bidding at the station that they started bidding at.**
- **Bids for annual weeks shall be bid by submitting a PS 3971.**
- **Carriers can cancel a week or part of a week of their vacation selection.**
- **Management must be notified of annual cancellation by 12 pm(noon) on the Tuesday preceding the vacation bid.**
- **Whole weeks canceled shall immediately be reposted for bid. The carriers junior to the carrier that canceled a bid should be afforded the first opportunity to bid on the cancelled week.**
- **If a carrier bids to another station, the carrier keeps their bid annual choices they made at the station they bid at.**
- **The vacation board and station seniority list shall be prepared and posted at each station by the local labor/management team.**
- **Vacation is bid on a Sunday through Saturday basis**
- **On any round a carrier may bid up to 3 weeks**
- **Any delegates to the national convention should be blocked off. Dates are Aug 5 thru Aug 9 2024**
- **Calculating the number of slots**
- **Delivery units shall use the number of career carriers assigned on Nov 1st to calculate percentages for the next leave year. The following**

percentages represent the number of employees allowed choice vacation leave during each period.

- 9 percent from the beginning of the leave year through the Saturday preceding the second Sunday in April.
- 13 percent from the second Sunday in April through the Saturday preceding the third Sunday in September.
- 9 percent from the third Sunday in September through the end of leave year.
- Any fraction at/or over one-half of one vacation slot, in station total computations, will be considered as one additional vacation slot available for bid.
- Management must publish a general notice in the local bulletin no later than November 1st, notifying employees of the beginning of the new leave year.